

Vertebrate Anatomy Lab SOP

SCOPE

Scope: Students are afforded the advantage and privilege of learning about the structure of the human body through careful dissection and examination of its organs and organ systems. In addition, students learn through the dissection and examination of non-human vertebrate specimens. This SOP outlines the expectations and responsibilities of those involved with vertebrate anatomy examination and dissection at Whitworth University.

RESPECT

HUMAN

- The human anatomical donors are treated with the utmost respect at all times. Inappropriate or improper behavior and/or comments within and outside the laboratory is/are unacceptable.
- Improper behavior (e.g. crude jokes, taking photographs, removing body parts from the lab, etc.) is strictly prohibited.
- Articulated skeletons, skulls, isolated bones and other specimens of human origin are to be afforded the same respect as human cadavers.
- The right of privacy and confidentiality due all medical patients is extended to the anatomical donors at all times.
- Do not remove the numbered tags from the cadavers.
- Cadavers will be appropriately draped at all times. All regions not being studied should be draped. Entirely cover the cadaver when leaving it for any period of time.

NON-HUMAN

- Vertebrate animal specimens must be handled with care and respect for the educational tools they are, however this does not rise to the level required for human specimens.
- Plastic models are delicate and easily broken and therefore should be handled gently and moved only with great care.

HUMAN CADAVER/SPECIMEN MANAGEMENT

- Prior to dissection, lower the door shades.
- Move dissection table out of storage room and attach downdraft tubes.
- Open the dissection table and unzip the bag. Examine below the cadaver for pools of liquid and remove with suction to prevent spills.
- Cadavers and specimens need to remain moist. While using the cadavers for dissection or instruction, wetting solution is applied every 30 minutes, or more frequently if necessary. During academic holidays, wetting solution is applied to cadavers by the lab coordinator or supervising faculty as needed.
- Cadavers will be appropriately draped at all times. All regions not being studied should be draped. Entirely cover the cadaver when leaving it for any period of time.

- Report any suspicion of mold or decay **immediately** to the lab manager or supervising faculty, since it can rapidly spread throughout the body and to other cadaver/specimens.
- When pointing out structures, use only a blunt probe. Pens/pencils/markers should not be used.
- When finished, clear away all tools for cleaning, wet and wrap up the cadaver, zip bag closed and close the dissection table. Move dissection tables back into storage room and open shades. Remember to lock the cadaver storage room.

TISSUE REMOVAL AND BIOHAZARD WASTE

HUMAN

- Place all skin, hair, removed organs, and large tissues in plastic bags or plastic containers. Within these bags/containers, cover the removed materials with wetting solution or with towels drenched in wetting solution to prevent desiccation. When possible, store bags/containers with the cadaver inside the plastic body bag. You may need to store large bags/containers in the designated cabinets in the storage room. Regardless, all removed materials must be returned with the cadaver at the end of the loan, so that they can be cremated.
- All small tissue waste (fat, connective tissue, etc.) is to be placed in the designated biohazard tissue container.
- All cadaver fluids are placed in the designated biohazard fluid container.

ALL

- Paper towels, gloves and other non-biological single-use items should be placed in a regular trashcan.
- Sharps/scalpel blades must go in the ClickSmart device or a designated sharps container. Sharps containers will be taken to the health center by the lab coordinator or supervising faculty for proper disposal.
- All biohazard waste containers (tissues, fluids) will be properly disposed of by the lab coordinator or supervising faculty.
- **With the exception of the noted waste items, nothing leaves (large tissues, organs, cadavers, etc.) the teaching lab EVER without permission of the lab coordinator and supervising faculty.**

SCALPEL USE

- Warning! Scalpel blades are very sharp!
- Putting on/taking off scalpel blades:
 - On: Open package, grip back of blade with hemostats, guide into handle, blade should click when securely on.
 - Off: Use ClickSmart blade remover and follow picture directions.
- Never dispose of sharps in wastebaskets or garbage cans. Use the ClickSmart or a sharps container.
- When using scalpel, always cut away from self and others.
- When not in use, scalpel should be in the instrument tray with blade in a corner pointing away from self and others.
- During dissection, if your blade becomes dull, change it following the 'taking off' procedure. A dull blade can be more dangerous than a sharp blade, so be careful.

- At the end of each use on a human specimen, remove the blade as described above and then wash the scalpel handle.
- For non-human specimen use, blades need only be changed when dull. They should be rinsed (don't touch the blade) prior to storage.
- See the Dissection SOP for additional information.

CHEMICAL USE AND STORAGE

- Cadavers are to be kept moist with a specially-formulated wetting solution that contains the following chemical: **2-Phenoxyethanol, 94%. This is to be stored in Robinson room 129B.**
- To create the wetting solution, mix 1L of 2-Phenoxyethanol with 4L of water in the designated wetting solution carboy.
- To use the wetting solution, pour it from the carboy into the designated 1L containers with perforated lids. Use separate wetting solution containers for human versus non-human specimens to avoid cross-contamination.
- In reference to the cadaver management guidelines, moisten as needed or every 30-min while using the cadavers.
- All policies related to chemical use and storage (see Academic Chemical Management Program) should be adhered to when mixing and using the wetting solution.

ATTIRE

- Proper clothing, long pants with closed-toed shoes are to be worn at all times. A lab coat or lab apron is highly recommended.
- Closed-toe shoes are required. No sandals or flip-flops.
- Gloves are required when dissecting or handling any tissues. When transitioning between human and non-human specimens gloves must be changed to prevent cross-contamination.
- Eye protection must be worn at all times whenever you are dissecting on an open cadaver. Regular eyeglasses are not sufficient eye protection. For tissue dissection with a scalpel, splash-resistant goggles are required.
- When using hammers, chisels, or bone pliers a face shield must also be worn.
- When using a bone saw (Stryker saw) a face shield and a particulate mask are required.
- For additional information see the Dissection SOP.

SECURITY

- The doors to the cadaver storage room and anatomy lab are to be kept closed at all times and locked when not in use. Do not prop doors open.
- When cadavers are being used in the anatomy lab, the shades on the lab doors must be drawn to restrict outside viewing.

- No unauthorized access to cadavers is allowed. In most circumstances, this means that only appropriate faculty and staff, teaching assistants, and students currently enrolled in a course that uses the cadavers are allowed to have access.
- **Friends, family, and other faculty, staff, or people are not allowed to have access without approval from the lab coordinator or supervising faculty.**
- Authorized access to the lab will be granted to approved individuals via electronic ID card key. If there are problems with electronic access to the lab, please report them to the supervising faculty.
- Absolutely no photography is allowed. Cell phones are permitted in lab but should not be used or seen unless in the event of an emergency.

CADAVER PROCUREMENT AND EXCHANGE

- Cadavers are to be procured from State-approved Willed Body Donation Program sites. Currently, Whitworth procures cadavers from the donation site at Washington State University.
- Cadavers can be procured on a loan basis for up to 4 years, at which point they (and all harvested tissues and organs) must be returned to the donation site for cremation. Currently, Whitworth plans to utilize cadavers for 2 year terms.
- Cadavers are transported to and from the donation site using a State-approved transport service. Currently, Whitworth utilizes Spokane Professional Transport for cadaver receipts and returns.

CADAVER DOCUMENTATION

- All cadavers must come with two documents: 1) an official certificate of death, and 2) a permit to transit.
- Both documents are to be stored in a locked cabinet in either the lab coordinator or supervising faculty's office.
- Both documents should be immediately accessible upon request by authorized individuals.
- During transit, cadavers must have both documents with them at all times.

REVIEW

Dean, College of Arts and Sciences:	Noelle Wiersma	June 21, 2017
Chemical Hygiene Officer:	Joy Diaz	June 21, 2017
Department of Health Science Chair:	Mike Edigar	June 13, 2017
Department of Biology Representative/A&P Instructor:	Mike Sardinia	June 20, 2017